

## **THE MILITARY DEPARTMENT PERSONNEL FILE POLICY**

**“PERSONNEL FILES”** includes papers, documents, and reports pertaining to a particular employee which are used or have been used by an employer to determine such employee’s eligibility for employment, promotion, additional compensation, transfer, termination, disciplinary or other adverse personnel action including employee evaluations or reports related to such employee’s character, credit and work habits. (C.G.S. 31-128a (3)).

### **1. Employee Access to Personnel Files (C.G.S 31-128b)**

- a. Anyone currently or formerly employed, including individuals in managerial positions must be permitted to inspect their personnel file within a reasonable time after making a written request to the employer. The inspection must be during regular business hours at a location at or reasonably near the employee’s place of employment.

(C.G.S. 31-128d)

- b. The Military Department does not have to allow employees to remove their medical records or personnel files from the Personnel Office where it’s made available for inspection.
- c. The Military Department may require that inspection of any personnel files or medical records take place in the presence of a designated official.

### **2. Removal or Correction of Information (C.G.S. 31-128e)**

- a. If an employee disagrees with any of the information contained in a file or record, removal or correction may be agreed upon by the employer and the employee.
- b. If the Military Department and the employee cannot agree on the removal or the correction of the documents, the employee may submit a written statement explaining the employee’s position. This statement will be maintained as part of the employee’s personnel file or medical records and will accompany any transmittal or disclosure from the files or records to a third party.

### **3. Disclosure to Third Parties (C.G.S. 31-128f)**

Individually identifiable information contained in the personnel file or medical records of employees cannot be disclosed by the Military Department to anyone not employed by or affiliated with the Military Department without the written authorization of the employee.